

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 121

March 13, 1987

SUBJECT: Delegation Series
Part 205 General Delegations
Chapter 7 Travel and Transportation of Employees

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter provides for the delegation of authority to approve travel for Minerals Management Service employees.


Director

FILING INSTRUCTIONS:

REMOVE:

None

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
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OPR: Financial Management Division
Office of Administration

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Delegation Series

Part 205 General Delegations

Chapter 7 Travel and Transportation of Employees

205.7.1

1. Purpose. This chapter provides for the delegation of authority to approve travel for Minerals Management Service (MMS) employees.

2. Objective. The intent of this chapter is to state specific travel delegation authority for the Director of MMS and to document that authority which may be redelegated.

3. Authority. Departmental Manual (205 DM 15, General Delegations; 218 DM 8, Minerals Management Service; and 347 DM, Travel and Transportation of Employees).

4. Authorities Not Delegated. The following authorities are retained by the Director of MMS and cannot be redelegated:

A. Authority for approval of foreign travel (concurrence by the Assistant Secretary - Territorial and International Affairs, and the Assistant Secretary - Land and Minerals Management) except as redelegated in paragraph 5C.

B. The issuance of unlimited open (general) travel authorizations as distinguished from limited open (area) and trip authorizations.

C. Authority for approval for additional periods of temporary quarters exceeding 60 days (see paragraph 5A(5) below).

5. Special Redelegations.

A. Authorities are redelegated to the Assistant Director for Administration for approval of the following:

(1) Authorizations for the payment of actual subsistence expenses for travel which involves unusual circumstances subject to the regulations in 347 DM 4. Further redelegation of this authority is not authorized.

(2) Authorizations of an employee's written request for extension of time to complete a sale or purchase of a residence or a lease termination transaction for a period not to exceed 1 year beyond the initial 2 years allowable under Federal Travel Regulations (FPMR 101.7). Further redelegation of this authority is not authorized.

(3) Authorizations for the use of cash to procure emergency passenger transportation services costing in excess of \$100 (FPMR Temporary Regulation G-47). Further redelegation of this authority is not authorized.

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(4) Authorizations for the payment of relocation expenses for any employee move involving a short distance within the same general or local metropolitan area.

(5) Authorizations for extension of the period for temporary quarters, beyond the initial 30-day period, due to circumstances beyond the employee's control. Authority to exceed 60 days (in no case beyond 120 days) belongs to the Director, MMS.

B. Authorities are redelegated to Associate/Assistant Directors for approval. Further redelegation of this authority is authorized. A memorandum must be sent to the Chief, Financial Management Division, which provides a list of persons (including the signature of each) who are authorized to approve the following:

(1) Limited open (area) authorizations, including area authorizations for offshore inspection trips.

(2) Trip authorizations.

(3) Authorizations for travel within and between the United States and its territories and insular possessions. This includes transportation and storage of household goods and personal effects, and miscellaneous allowances and benefits in connection with an official change of headquarters.

(4) Authorizations to designate the place to which the remains of a deceased employee and, in appropriate instances, dependents of a deceased employee shall be transported and for payment of such travel and transportation expenses as necessary.

(5) Mileage and per diem allowances in lieu of subsistence.

(6) Authorizations for the hire of an automobile from commercial agencies.

(7) Applications for travel advances.

(8) Vouchers covering travel performed and expenses incurred, including travel without prior authorization, except that which requires the Director's or Associate/Assistant Director's approval under authorities not redelegated in this chapter.

(9) Claim for Reimbursement for Expenditures on Official Business.

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(10) Use of privately owned vehicles, and the use of Government-furnished vehicles.

(11) Government Transportation Requests.

C. The Regional Director of the Alaska OCS Region has authority for approval of travel to nearby Canadian Provinces on a case-by-case basis in connection with strictly local matters.

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